

Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

- STEP 1** After accessing the CM/ECF system using the Netscape Navigator web browser, click on the Bankruptcy hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

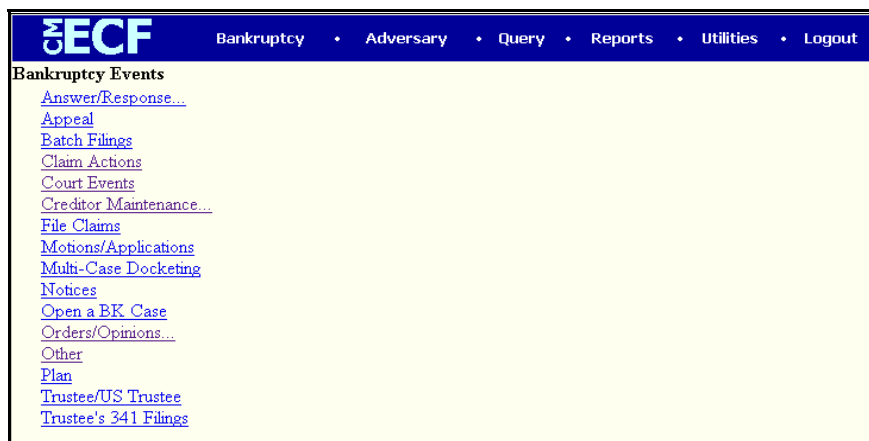


Figure 2

- Click on the Creditor Maintenance hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. (See Figure 3.)

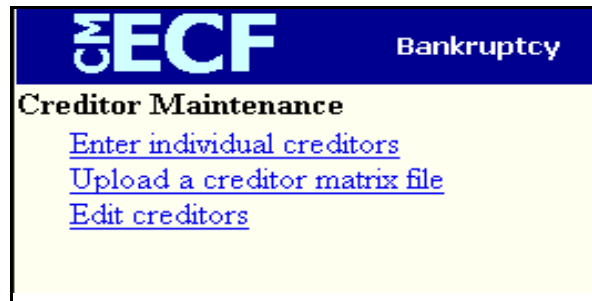
The screenshot shows a web interface for ECF Bankruptcy. At the top, there is a blue header with the ECF logo and the word "Bankruptcy". Below the header, the title "Creditor Maintenance" is displayed. Underneath the title, there are three blue hyperlinks: "Enter individual creditors", "Upload a creditor matrix file", and "Edit creditors".

Figure 3

- Click on Upload a creditor matrix file hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. (See Figure 4.)

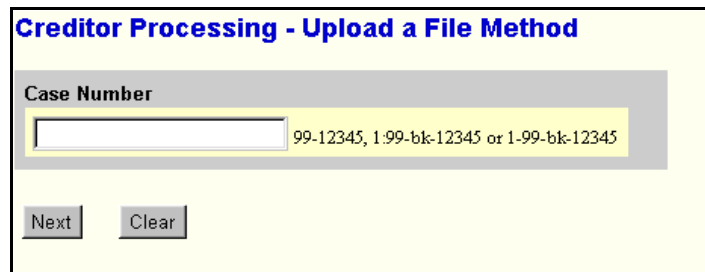
The screenshot shows a web interface titled "Creditor Processing - Upload a File Method". It features a "Case Number" label above a text input field. To the right of the input field, there is a hint text: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

Figure 4

- Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- Click the **[Next]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. (See Figure 5a.)

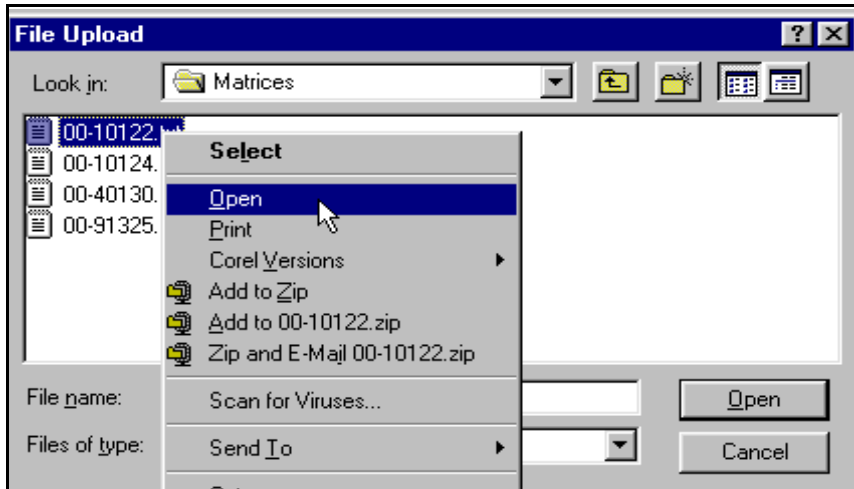


Figure 5a

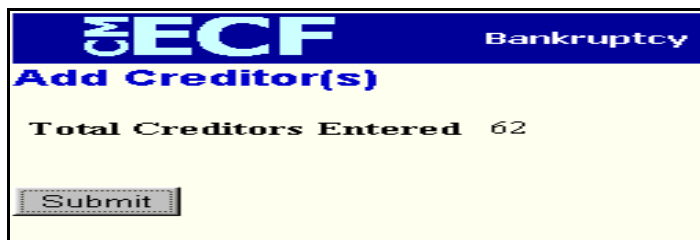
There are two methods to enter the directory and file name of the creditor matrix.

- Type in the full path of the directory and filename of the creditor matrix file. Or, alternatively,
- Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
 - Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
 - Click in the **Look In** box and select the appropriate drive name.
 - Change **Files of types:** to Text (*.txt) or All Files.
 - Highlight the appropriate text file with a click of the mouse.
 - For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on “X” in the upper right-hand corner.

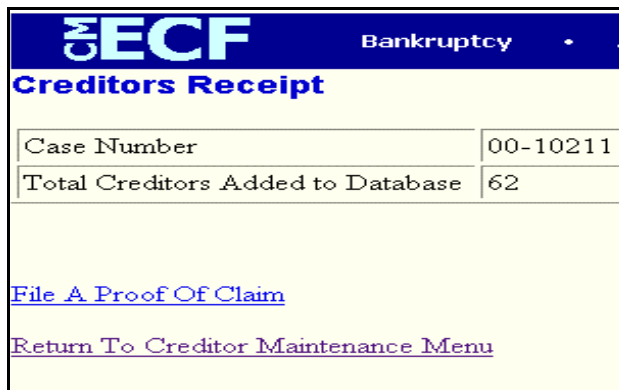
**Figure 5b**

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.
 - Click on the **[Next]** button to continue.
- STEP 6** The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 6.)

**Figure 6**

- If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays. (See Figure 7.)



ECF Bankruptcy • A	
Creditors Receipt	
Case Number	00-10211
Total Creditors Added to Database	62
File A Proof Of Claim	
Return To Creditor Maintenance Menu	

Figure 7

- The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the [Return to Creditor Maintenance Menu](#) hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.